

Faculty Grade Change Workflow

Upon logging into GWeb, navigate to the “Faculty Menu” tab.

THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC

GWeb
INFORMATION SYSTEM

Personal Information Menu **Faculty Menu** Employee Information Menu GW Alert Login Portal

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Main Menu

Faculty Menu

Enter Grades and Registration Overrides, View Class Lists and Student Information

Employee Information Menu

- Retirement Benefits
- Benefits and Deductions
- Pay Information
- Tax Forms
- Current and Past Jobs
- TaskStream
- Conflict of Interest Reporting

Once on the “Faculty Menu” tab, you will see a link for “Request Grade Change”. Click here to access the Request Grade Change Workflow.

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Faculty Menu

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Final Grades
- Registration Overrides
- Student Academic Transcript
- Student Information Menu
- DegreeMAP
- Faculty Feedback
- TaskStream
- Registration Menu
- Request Grade Change**

RECORD: 09/19

This will open the “Request Grade Change” workflow where you will enter the GWid for the Instructor of the course.

Then click “Next”.

The screenshot shows the 'Request Grade Change' form with the GW logo at the top. Below the title, there is a text prompt: 'Please enter the GWid for the instructor of the course for which the Grade Change applies.' A text input field contains the value 'Faculty GWid * e.g. G01234567'. A red box highlights the 'Faculty GWid *' label, and a red arrow points to the 'Next' button. A 'Cancel Case' button is also visible on the right.

On the page, you will now enter following information as it relates to the grade you are requesting a change for; Term, CRN, and Student GWid. Once filled in, click “Next”.

The screenshot shows the 'Request Grade Change' form with the GW logo at the top. Below the title, there is a text prompt: 'Please select the Term in which the student was enrolled in the course.' A dropdown menu is set to 'Term * 202003-Fall 2020'. Below this, there is a text prompt: 'Please enter CRN and Student GWid.' There are two text input fields, one labeled 'CRN' and one labeled 'Student GWid'. Red boxes highlight the 'CRN' and 'Student GWid' labels, and red arrows point to the 'Next' button. A 'Cancel Case' button is also visible on the right.

A page will then be presented showing the current grade assigned, the student listed in the course and term as listed. The page will also display the original grade that was assigned.

The following **required** fields must be completed: “New Grade” and “Grade Change Reason”. Both are drop down selections.

The “Notes” and “Optional Approval” fields are **not** required.

Optional Approval will likely only be used for co-taught courses where both instructors would like to approve a grade change or in the case of specific Schools where it is required.

Notes: This field can be used to provide any explanation or information which the Dean's Office approver might need prior to making a determination.

Once completed, click “Next”.

The screenshot shows a web form titled "Request Grade Change" with the GW logo at the top left. Below the title, there is a header section with the following text: "Instructor: Alexandra Hamilton email@gwu.edu (id: Instructor GWid)", "Initiator: Katherine Cloud", "Student: Martha Ann Washington email@gwu.edu (id: Student GWid)", and "Section: EDUC 6116.11 52513 Fall 2020 (08-31-20 to 12-12-20), Current Grade: A Course Title: Introduction to Educational Statistics. Credit: 3".

The main form area contains several fields:

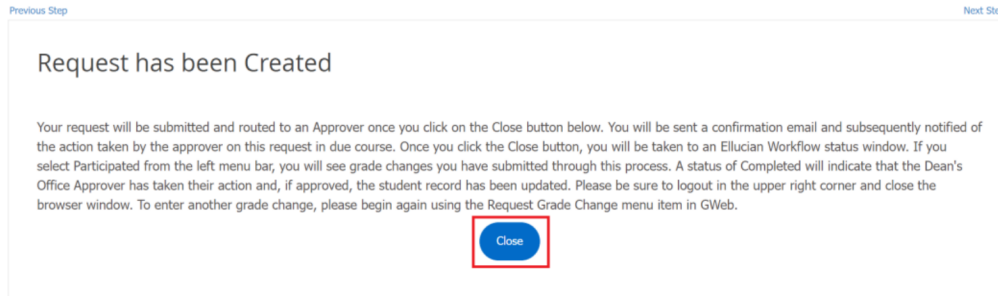
- "Current Grade Assigned" with a dropdown menu showing "A".
- "Original Grade Assigned" with a dropdown menu showing "C".
- "New Grade *" with a dropdown menu showing "Select One". A red arrow points to this field.
- "Grade Change Reason *" with a dropdown menu showing "Select One". A red arrow points to this field.
- "Notes" with a large text area.
- "Optional Approval" with a dropdown menu showing "start typing to select name".

At the bottom of the form, there is a "Next" button (circled in red with a red arrow pointing to it) and a "Cancel Case" button.

Below the form, there is a text box with the following text: "Click Next to send this request for approval from the Student's College. If your school has established procedures for an additional approval step, start typing the name of the designated approver below, then select the name from the list, then click Next."

You will then see a page that indicates your Request has been created. To submit your requested grade change you **must** click “Close”. This will finalize your submission.

Please note: if you close the window or use the back button, this will **not** submit your grade change request. You must click “Close”



After clicking “Close”, your grade change request has been submitted and you will receive a confirmation email. You will also receive an email when a final determination has been made and is applicable, the grade has been changed.

You will also see the following page where you can view the grade changes you have submitted and their status by clicking “Participated” on the left menu pane.

